Wisconsin Department of Safety and Professional Services
Division of Industry Services
4822 Madison Yards Way
PO Box 7302
Madison, WI 53707

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

Tony Evers, Governor
Dan Hereth, Secretary Designee

July 12, 2023

Heidi Koch, Administrator
Village of Sauk City
726 Water Street
Sauk City, WI 53583
heidi@saukcity.net

VIA EMAIL

Re: Village of Sauk City Jurisdiction for Commercial Building Plan Review and Inspections

Dear Heidi Koch,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), the Department delegates your municipality the primary responsibility to do HVAC and structural plan review of all sized commercial buildings in lieu of the Department. In addition, your municipality has been delegated the responsibility to do structural, HVAC, fire suppression, and fire alarm inspections of all commercial buildings. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code officials to hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

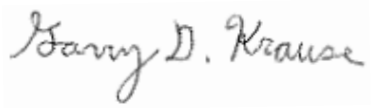
The Department understands that the primary plan reviewer for extended plan reviews within your municipality, DA Mattox with E-Plan Exam, has the proper certification to do so. In addition, the Department understands that the primary inspector for your municipality, Stephanie Potter with MSA Professionals, has the proper certification to do so.

For your convenience, see the below links to the Department's Delegated Agent website and Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, and a list of FAQs that may be helpful in this delegated agent role.
https://dsps.wi.gov/Pages/Programs/DelegatedAgents
https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf

Our commercial building inspector for your area, Jon Molledahl at 608-225-6520, is available to assist in any questions or concerns your municipality may have with these commercial building services and may contact your primary code official to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,



Garry D. Krause, Bureau Director, Technical Services Bureau

cc: MSA Professionals
E-Plan Exam